



SAFETY SIMPLY STATED

Volume 1, Issue 12

December 2004

Message from the City Safety Officer, Michael Alio Principles of Machine Guarding



Moving machine parts can cause serious or fatal workplace injuries, if not adequately guarded. Possible injuries include crushed fingers or hands, amputations, burns, or blindness. Employees may also be injured by clothing and jewelry that become entangled in moving machine parts. To reduce these injuries, Cal/OSHA requires employers to eliminate or control hazards created by any machine part, function, or process that may injure an employee who is operating, or accidentally contacts, the machine. Cal/OSHA says that machine guarding and related machinery violations continuously rank among the top 10 grounds for citations.

Dangerous moving parts in three basic areas require safeguarding:

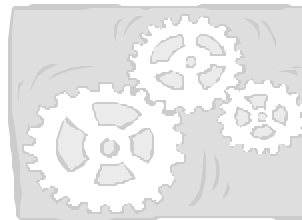
1. The point of operation: The point where work is performed on the material, such as cutting, shaping, boring, or forming of stock.
2. Power transmission

apparatus: All components of the mechanical system that transmit energy to the part of the machine performing work. These components include flywheels, pulleys, belts, connecting rods, couplings, cams, spindles, chains, cranks, and gears.

3. Other moving parts: All parts of the machine that move while the machine is working. These can include reciprocating (Back-and-forth or up-and-down motion), rotating and transverse (movement in a straight, continuous line) moving parts, as well as feed mechanisms and auxiliary parts of the machine.

Machine guarding concerns are not limited to industrial settings and big machines. City employees often use and work around equipment and

machinery that requires guarding. Common examples include fans, grinders, portable circular saws, compressors, and machinery with pulleys.



Hand tools can also have moving parts that must be adequately guarded. When inspecting premises for these hazards, supervisors should look for moving parts that cut, pinch, shear or bend, or that form pinch points.

Machine safeguards must meet these minimum general requirements:

- Prevent contact. The safeguard must prevent hands, arms, and any other part of a worker's body from making contact with dangerous moving

(Continued on page 8)

Special points of interest:

- ? *Larry Larson, former General Manager, Water Department*
- ? *National Drunk & Drugged Driving Prevention Month*
- ? *Top 10 Stress Busters for the Holidays*
- ? *Foul Weather Driving—Smith System*
- ? *Holiday Safety Review*
- ? *Stay Safe This Holiday Season*
- ? *Highly Visible on the Job*



Don't slip & fall Santa.....
We need you for Christmas Day

Inside this issue:

| | |
|------------------------------------|-----|
| Larry Larson Article | 2 |
| Drunk Driving Article | 3 |
| Foul Weather Driving | 4 |
| Safety Article—Laurie Browning | 5-6 |
| High Visibility—Jerry Wolfe | 7-8 |
| Training Calendar-December | 9 |
| Holiday Safety Review Quiz Answers | 10 |



**Larry Larson, General Manager
Water Department
In Memoriam
1938—1989**



Larry Larson

On August 26, 1989, Larry Larson retired as a General Manager of the Long Beach Water Department after 26 years of service with the City of Long Beach. He joined the Water Department in 1968 as a Civil Engineer. He was promoted to Division Engineer in 1973 and to Assistant General Manager in 1978. He was then appointed General Manager in June 1979 to succeed Clyde Moore.

During Larry's 11 years as General Manager, the Water Department's major accomplishments included the building of the City's reclaimed water system to serve 20 reuse sites, the building of the Department's \$11 million dollar Operations Service Center, the assumption of operations and development of funding for the City's sanitary sewer system, and the addition of nine (9) new water wells to enhance Long Beach's groundwater production.

In recognition of his achievement, on September 14, 1989, the Board of Water Commissioners paid tribute to Larry by holding a special awards ceremony. Presenting awards were Board President Leo Vander Lans, Mayor Ernie Kell, City Manager James Hankla, Metropolitan Water District (MWD) General Manager Carl Boronkay, past Water Department General Manager Clyde Moore, and Water Department employee Hank Sadler. In addition, Assemblyman Dave Elder sent a State Resolution that was read by the Board President Vander Lans.

Larry Larson was also known as the "Guru" of Safety. The Water Department had more years of perfect (or near perfect) safety records under his term as General Manager. So, as a result of all his efforts in the Water Department and his track record of practicing safety consciousness to all Water Department employees, the City of Long Beach continued to celebrate and pay tribute every year in memory of this well-known and well-respected city employee. This year marks the 15th year the Safety Office has paid tribute to Larry Larson. We hope to continue this tradition for many more years to come!

REMINDER:

Annual Larry C. Larson Awards

Breakfast is scheduled for

December 1st at 8:30 am at

**Veteran's Park, 101 E. 28th Street,
Social Hall !**

This year's Larry Larson's safety award is given out to one office-setting department and one field-setting department on a yearly basis. This year, the criteria for the Larry Larson Award was based on a point system which was broken down into four categories:

1. Training Compliance Rate
2. Annual Inspection & Monthly Safety Inspection Rate
3. OSHA Incident Rate
4. Safety Coordinator Meeting Attendance Rate

Two deserving departments will be announced on December 1st as winners of the Larry Larson Awards. Can you guess who they might be??





National Drunk and Drugged Driving Prevention Month

By Beverlee Spencer, Rehabilitation Services, Department of Health & Human Services



Most of us know that drinking and driving is dangerous, but one person is still killed in the United States every 30 minutes and an impaired driver injures one person every 2 minutes. Drunk Driving is a violent crime and the 17,013 (NHTSA) people who were killed last year died violently. It is all so very preventable!

It starts in the home with our children, how we relate to, speak of, or drink alcohol. Do we wear clothing with an alcoholic brand on it, laugh when we see intoxicated people out in public or on TV? Do our children hear us say, "I need a drink to unwind!" Do they see us drink and drive? It is not "healthier or safer" to let your teen drink as long as they do it at home. Don't send a mixed message to our youth about the law and alcohol.

We must care! As family, friends, and parents we have a duty to model

responsible behavior. We are not saying don't celebrate, but we are encouraging you to be smarter about it, to actively care about your safety and others sharing the road with you. Every year our state and national statistics show the **holiday season from Thanksgiving to New Years is the deadliest.** Each year the California Office of Traffic Safety recognizes December as National Drunk And Drugged Driving Prevention month to raise awareness along with their national campaign, "You Drink & Drive. You Lose," which reminds everyone:

- Don't risk it. – If you plan to drive, don't drink or use any drugs.
- Choose a sober designated driver before celebrating.
- Take mass transit, a taxicab, or ask a friend to drive you home.
- Spend the night where the activity is being held.
- Report impaired drivers to law

enforcement.

- Always wear your safety belt.
- Be sure to offer non-alcoholic beverages when hosting any gathering.



"DON'T BE A STATISTIC!"

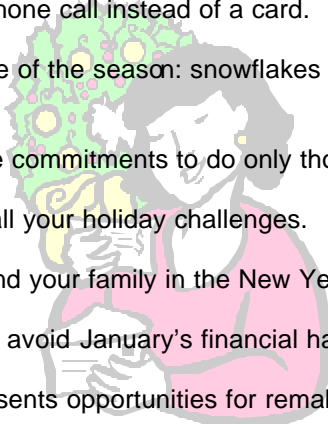
We have two booklets available in Rehabilitation Division, one for teen drivers and one for parents about DUI and Seat Belt Safety. Please call or come by for a copy or for information or confidential help with an alcohol or drug problem,



Top 10 Stress Busters for the Holidays



- Avoid excess food, alcohol and caffeine.
- Take time to nurture yourself with a brisk walk outdoors, your favorite music, a warm bath, and a good book.
- Surprise an old friend with a phone call instead of a card.
- Appreciate the simple pleasure of the season: snowflakes falling, a child's expression of wonder, candlelight, a hot cup of cocoa.
- Forget the "shoulds" and make commitments to do only those things you and your family really want to do.
- Practice seeing the humor in all your holiday challenges.
- Plan a special event for you and your family in the New Year to beat the post-holiday blues.
- Spend within your budget, and avoid January's financial hangover.
- Remember that each year presents opportunities for remaking old and adding new traditions to your family's celebrations.
- Embrace a positive attitude of gratitude for all your blessings.





Foul Weather Driving

By May Jong, Safety Training Coordinator and Jim Smith, Vice President, Smith System



The Smith System has come out with a video entitled "Foul Weather Driving" and the City Safety Office has a copy of it available for viewing. Safe foul weather driving is a challenge that can be met with experience and driver education. This video demonstrates the many dangerous situations that arise when confronted with driving in foul weather (i.e. wind, rain, snow, and fog).

The video succeeds in teaching the

proven methods from the Smith System that provides the skills necessary to drive as safely as possible during inclement weather.

Every driver should practice the "5-keys to Space Cushion Driving." These 5-keys have helped many thousands of drivers experience safer, more enjoyable driving for more than thirty years. Use them, they're designed to help you ARRIVE ALIVE.

The 5-keys are:

- ❖ Aim High in Steering®
- ❖ Get the Big Picture®
- ❖ Keep Your Eyes Moving®
- ❖ Leave Yourself An Out®
- ❖ Make Sure They See You®

If you are interested in viewing this video, please contact May Jong, Safety Training Coordinator, in the Safety Office, at 570-5059.

**"Stay Safe and Alive
this holiday season !**



Safety Quiz Holiday Safety Review

True or False

- _____ 1. If you don't have children or pets, you do not need to be concerned with how safe your decorations are.
- _____ 2. All smoke detectors should be placed in all the common hallways & any other room you can fall asleep in.
- _____ 3. To avoid intoxication, limit yourself to one drink of alcohol per hour.
- _____ 4. You should eat a heavy meal before setting out on a holiday trip.
- _____ 5. Never burn wrapping materials in your fireplace.
- _____ 6. It is safe to leave meats and cold foods out for two hours after serving.
- _____ 7. Fruit juices accelerate the effects of alcohol.
- _____ 8. Both living and artificial trees can catch fire.
- _____ 9. Younger children need to be supervised around lit candles and warned of their danger.
- _____ 10. No more than three sets of lights should be connected to an extension cord.
- _____ 11. Christmas trees remain fresher if they are never re-cut after purchase.
- _____ 12. Your Christmas tree should not block entrances and exits in your home.
- _____ 13. To speed up defrosting your turkey, you can soak it in hot water.



Answers to Holiday Safety Review Quiz on bottom of Page 10





Stay Safe This Holiday Season: It's the Best Gift You Can Give

By Laurie Browning, Safety Officer, Department of Parks, Recreation & Marine

As the holidays approach, the U.S. Consumer Product Safety Commission (CPSC) is urging people to look for and eliminate potential dangers from holiday lights and decorations that could lead to fires and injuries.

Each year, hospital emergency rooms treat about 8,700 people for injuries, such as falls, cuts and shocks, related to holiday lights, decorations, and Christmas trees.

TREES:



- When purchasing an artificial tree, look for the label "Fire Resistant." Although this label does not mean the tree won't catch fire, it does indicate the tree will resist burning and should extinguish quickly.
- When purchasing a live tree, check for freshness. A fresh tree is green, needles are hard to pull from branches and when bent between your fingers, needles do not break. The trunk butt of a fresh tree is sticky with resin, and when tapped on the ground, the tree should not lose many needles.
- When setting up a tree at home, place it away from fireplaces and radiators. Because heated rooms dry live trees out rapidly, be sure to keep the stand filled with water. Place the tree out of the way of traffic and do not block doorways.

LIGHTS:



- Indoors or outside, use only lights that have been tested for safety by a recognized testing laboratory, which indicates conformance with safety standards.
- Check each set of lights, new or old, for broken or cracked sockets, frayed or bare wires, or loose connections, and throw out damaged sets.
- Use no more than three standard-size sets of lights per single extension cord.
- Never use electric lights on a metallic tree. The tree can become charged with electricity from faulty lights, and a person touching a branch could be electrocuted.
- Before using lights outdoors, check labels to be sure they have been certified for outdoor use.
- Fasten outdoor lights securely to trees, house walls, or other firm supports to protect the lights from wind damage. Use only insulated staples to hold strings in place, not nails or tacks. Or, run strings of lights through hooks (available at hardware stores).
- Turn off all lights when you go to bed or leave the house. The lights could short out and start a fire.
- For added electric shock protection, plug outdoor electric lights and decorations into circuits protected by ground fault circuit interrupters (GFCIs). Portable outdoor GFCIs can be purchased where electrical supplies are sold. GFCIs can be installed permanently to household circuits by a qualified electrician.

(Continued on page 6)





Stay Safe This Holiday -Continued

(Continued from page 5)

DECORATIONS:

- Use only non-combustible or flame-resistant materials to trim a tree. Choose tinsel or artificial icicles of plastic or nonleaded metals. Leaded materials are hazardous if ingested by children.
- Never use lighted candles on a tree or near other evergreens. Always use non-flammable holders, and place candles where they will not be knocked down.
- In homes with small children, take special care to avoid decorations that are sharp or breakable, keep trimmings with small removable parts out of the reach of children to avoid the child swallowing or inhaling small pieces, and avoid trimmings that resemble candy or food that may tempt a child to eat them.
- Wear gloves to avoid eye and skin irritation while decorating with spun glass "angel hair." Follow container directions carefully to avoid lung irritation while decorating with artificial snow sprays.

FIREPLACES:

- Use care with "fire salts," which produce colored flames when thrown on wood fires. They contain heavy metals that can cause intense gastrointestinal irritation and vomiting if eaten. Keep them away from children.
- Do not burn wrapping papers in the fireplace. A flash fire may result as wrappings ignite suddenly and burn intensely.





Highly Visible on the Job

By: Jerry Wolfe, Safety Officer, Department of Long Beach Energy

The American National Standard Institute (ANSI) specifies minimum amounts of background fabrics and retro-reflective materials for high-visibility garments. Background fabrics must be fluorescent yellow-green, fluorescent orange-red or fluorescent red. The standard establishes three classes of high-visibility safety clothing. Class 1, 2, and 3 are designated for each level of visibility, depending on the traffic volume and visual complexity of the areas in which the trim will be worn.



Conspicuity Class 1



Class 1 has the least amount of fluorescent and retro-reflective trim, while Class 3 safety clothing has the most. To fulfill the requirements of Class 1, workers can wear a harness made of combined performance (reflective and fluorescent) material.

Class 1 is for workers in occupations that permit full and undivided attention to approaching traffic. When work backgrounds are not complex, pedestrian workers are separated from traffic, vehicles are moving at speeds not exceeding 25 mph.

Worn by: Parking lot attendants, shopping cart retrievers, warehouse workers, roadside or sidewalk maintenance workers, and delivery vehicle drivers.

Conspicuity Class 2



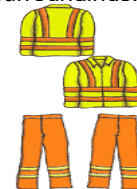
Class 2 provides "superior visibility for wearers," and is more conspicuous than Class 1. Garments worn by Class 2 workers are designed for use in occupational activities where risk levels exceed those of Class 1, such as roadway construction and utility repair. Class 2 is for workers who require greater visibility under inclement weather conditions. When work backgrounds are complex. When tasks divert attention from approaching vehicle traffic. When work areas are located near vehicle traffic moving at speeds of 25 mph or more.

Worn by: Roadway construction workers, utility workers, survey crews, railway workers, school crossing guards, high-volume parking or toll-gate personnel, airport baggage handlers/ground crew, emergency response personnel, law enforcement personnel, and accident site investigators.

Conspicuity Class 3

Class 3 garments are worn in inclement weather, under heavy traffic conditions, or when complex backgrounds impair visibility. According to the ANSI/ISEA 107-1999 National Standard, "conspicuity is enhanced by high contrast between the clothing and the ambient background against which it is seen."

The standard specifies that apparel must be capable of signaling the user's presence visually. Fluorescent lime-yellow trim enhances visibility under any light conditions during the day, while reflective trim is brightly visible under illumination by vehicle headlights in low light or dark conditions. Conspicuity Class 3 garments should be used when pedestrian workers and vehicle operators have high task loads that place them in danger, when the wearer must be conspicuous through the full range of body motions at a minimum of 1280 feet and must be clearly identifiable as a person, or when workers are exposed to traffic moving at speeds exceeding 50 mph. **Worn by:** Roadway construction workers, utility workers, survey crews, emergency response personnel. In a work-zone setting employees in orange vests blend right in with the cones and equipment. A lime green vest sets the worker apart from his surroundings.



(Continued on page 8)



Highly Visible on the Job—Continued

(Continued from page 7)

In addition to vests, hardhats are one of the most recognized pieces of safety equipment on any work site. They are required for any work site. They are required for worker protection. There are many hardhat options available today that can help make road workers more visible to oncoming traffic and fellow workers.

One option is a high-visibility shell color to help increase daytime worker visibility. The most common “highviz” color available is orange. However, with the need to have workers stand out from safety barrels and signs that are typically orange, other colors are gaining attention and demand, such as green and yellow.

Cal/OSHA requires employees (on foot) exposed to the hazard of vehicular traffic to wear orange, strong yellow-green, or fluorescent versions of these colored warning garments such as vests, jackets, or shirts. During rainy weather, employees exposed to the hazard of vehicular traffic may wear orange, strong yellow-green, or yellow rainwear.

During hours of darkness, warning garments shall be retro-reflective and must be visible at a minimum of 1,000 feet. Flaggers at construction sites essentially must be wearing Class 2 High Visibility clothing. In LBE, Gas construction and maintenance workers are a few of the job classifications affected by these requirements.



***“Make yourself visible to others
to prevent accidents and
casualties — Think Safety”***



(Continued from page 1)

- parts. A good safeguarding system eliminates the possibility of the operator or another employee placing parts of their bodies near hazardous moving parts.
- Be secure. Employees should not be able to easily remove or tamper with the safeguard, because one that can easily be made ineffective is no safeguard at all. Guards and safety devices should be made of durable material that will withstand the conditions of normal use. They must be firmly secured to the machine.
 - Protect from falling objects. The safeguard should ensure that no objects can fall into moving parts. A small tool that is dropped into a cycling machine could easily become a projectile which could strike

and injure someone.

- Create no new hazards. A safeguard defeats its own purposes if it creates a hazard of its own such as a shear point, a jagged edge, or unfinished surface that can cause laceration. The edges of guards, for example, should be rolled or bolted in such a way that they can eliminate sharp edges.
- Create no interference with the job function. Any safeguard that prevents a worker from performing the job quickly and comfortably might soon be overridden or disregarded.
- Allow safe lubrication of the machine. If possible, workers should be able to lubricate the machine without removing safeguards.

The City must be certain that

employees are trained about machine guards and do not remove or override them.




Employees should be trained to report immediately any missing or nonfunctional safeguards to their supervisor. All supervisors should be familiar with the machine guards used in their work area, and confirm that the guards are intact and functioning at the beginning of each shift. If a safeguard is missing or non-functional, the supervisor should immediately correct the problem or tag the machine out of service and prevent any employee contact with that machine until the safeguard is restored.

More information about the various hazards of mechanical motion and techniques for protecting employees from these hazards is available at www.osha.gov.





December 2004
Citywide Employee Safety Training Calendar
 (Schedule as of November 19, 2004)

| Dates | Course | Time(s) | Location |
|---------------------------------|--|--|---|
| December 2 | Fire Extinguisher (Partial Module 4) (2 hrs) 2-sessions AM/PM  | AM—10:00 am—12:00 pm PM—1:00 pm—3:00 pm | LB Airport Maintenance Yard, 3150 St. Louis Avenue, Conference Room and Fire Pit (EB 32nd Street just immediately north of the 405 freeway off-ramp onto NB Cherry Avenue) |
| December 2 | Life Safety (Module 5) 2-sessions AM/PM (4 hrs) | AM—8:00 am—12:00 pm PM—12:30 pm—4:30 pm | PW/EDC, 2929 E. Willow Street, Classroom |
| December 8—10 (Tentative) | Defensive Driver's Training (4 hrs) 2-sessions AM/PM | AM—8:00 am—12:00 pm PM—12:30 pm—4:30 pm | Harbor Department, 925 Harbor Plaza 12/8— 5th floor conference room 12/9—5th floor conference room 12/10—5th floor training room |
| December 8 | First Aid (Module 2) (4 hrs) 2-sessions  | AM—8:00 am—12:00 pm PM—12:30 pm—4:30 pm | American Red Cross, 3150 E. 29th Street, Classroom 2 NOTE: Parking is available in the back parking lot |
| December 9 | Bloodborne Pathogen (Module 3) (2 hrs)  | 10:00 am —12:00 pm | Parks, Recreation & Marine, Wardlow Park, 3457 Stanbridge Avenue, Activity Room |
| December 20 (Tentative) | Weapons of Mass Destruction (Module 6) (3 hrs) | 1:00 pm—4:00 pm | Main Library, 101 Pacific Avenue, Meeting Room, Lower Level |
| TBD | Hazmat Bio-Terrorism Refresher 2-sessions AM/PM (3 hrs) | AM—TBD PM—TBD | TBD |



- **NOTE** Course dates and time are subject to change without notice.
- Please be advised that HR will request a JV charge point from departments who have employees signed up for training and do not show up for the class.
- If you have any questions, please contact May Jong, Risk Management @ may_jong@longbeach.gov





City of Long Beach
Department of Human Resources
Risk Management, Safety Office
333 W. Ocean Boulevard, 13th Floor
Long Beach, CA 90802
Phone: (562) 570-6476
Office Hours: Monday—Friday 7:30 am—4:30 pm

We're on the web!!

<http://wmirror.ci.long-beach.ca.us:8000/hr/employees/safety/index.htm>

Safety is Everybody's Business



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Enjoy a Safe and Secure Holiday Season

- Be smart at holiday celebrations: always use a designated driver.
- Stay alert while out during the holidays. Theft and personal crimes peak in December.
- Select safe toys for children: nontoxic, durable and free of small parts, projections and rough edges.
- Prevent holiday fires; use nonflammable decorations and unplug lighting before leaving home or going to bed.



HAPPY HOLIDAYS !



If you are interested in contributing an article for our monthly Safety Newsletter, please contact: The City Safety Office, 570-6552.

When submitting an article of safety interest, all we ask is that you provide your source of information so we can verify the information before we distribute and post it on the City Safety Website.

We are always open to new ideas and we look forward to hearing from you.

Thank you!



Answers to Holiday Safety Review Quiz:

1. F 2. T 3. T 4. F 5. T 6. F 7. F 8. T 9. T 10. T 11. F 12. T 13. F

